

Message

From: Holst, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=97E4A65ADDD9494FA193C98DD5D12B55-LHOLST]
Sent: 9/5/2018 1:28:40 PM
To: Tschampa, Andrew [tschampa.andrew@epa.gov]; Huang, Janice [Huang.Janice@epa.gov]; Mikalian, Charles [mikalian.charles@epa.gov]
CC: Kuefler, Patrick [kuefler.patrick@epa.gov]
Subject: RE: Juneau report zip files

No, that's unnecessary. WDNR had to get the file off the website when we launched it live.

From: Tschampa, Andrew
Sent: Wednesday, September 05, 2018 7:56 AM
To: Huang, Janice <Huang.Janice@epa.gov>; Holst, Linda <holst.linda@epa.gov>; Mikalian, Charles <mikalian.charles@epa.gov>
Cc: Kuefler, Patrick <kuefler.patrick@epa.gov>
Subject: RE: Juneau report zip files

Do you want us today, this AM, to share the file via SharePoint?

Andrew Tschampa
IT and Support Section Chief
US EPA, Region 5
312-886-6136

From: Huang, Janice
Sent: Wednesday, September 05, 2018 7:47 AM
To: Holst, Linda <holst.linda@epa.gov>; Mikalian, Charles <mikalian.charles@epa.gov>
Cc: Kuefler, Patrick <kuefler.patrick@epa.gov>; Tschampa, Andrew <tschampa.andrew@epa.gov>
Subject: RE: Juneau report zip files

I'm sorry to hear that. I went with Zip because the file was being shared with an external party (who we thought may have problems accessing OneDrive/SharePoint) and because the method has worked successfully for us in the past, both sending and receiving.

In the future, I will make sure we put up big files on OD/SP as a possible method for those who do have access. I will also put my contact information directly on the email in case they want to follow up with me or provide an alternative method.

I'm sorry this did not work out yesterday.
Janice

From: Holst, Linda
Sent: Tuesday, September 04, 2018 5:53 PM
To: Mikalian, Charles <mikalian.charles@epa.gov>
Cc: Kuefler, Patrick <kuefler.patrick@epa.gov>; Huang, Janice <Huang.Janice@epa.gov>; Tschampa, Andrew <tschampa.andrew@epa.gov>
Subject: Re: Juneau report zip files

Chuck - I found out this afternoon that WDNR could never open the files. Not sure what happened but Jim had WDNR's IT people help and it still didn't work.

Janice- if we ever need to share a big file again, I'd like to share via OneDrive or s way that avoids merging zip files.

Linda

On Sep 4, 2018, at 10:33 AM, Huang, Janice <Huang.Janice@epa.gov> wrote:

Hi, Chuck,

I split the Juneau report into multiple zip files. Each zip file is less than 10MB, so you can attach them to separate emails and they will be delivered successfully.

When the recipients get your emails, they will download all (7) attachments into a single folder, double-click the first attachment. The zip files will be decompressed back into a single PDF file.

I will write up clear directions and then email you the 7 attachments separately. You should start receiving the emails with attachments in about 10 minutes. If you do not see them, please let me know.

Thanks,
Janice